

THE ASSAM

ROYAL GLOBAL UNIVERSITY

Travelling, Accommodation and DA Rules

- a. These rules will be called "RGU Travelling, Accommodation and DA Rules".
- b. These rules shall come into force with immediate effect and shall supersede all the rules and regulations, orders, instructions etc., issued earlier in this regard. These shall apply to all journeys on tour commencing on/or after the date from which the rules is admissible.
- c. These rules shall apply to all the employees on the payroll of The Assam Royal Global University.
- d. The management reserves the right to modify, cancel or amend any of these rules without prior notice.
- e. Any exception to the terms & conditions and ceilings set in the policy can only be approved by the Vice-Chancellor/Executive Vice President/any other person appointed by the authorities.
- f. In case of doubt or dispute, in regard to the interpretation of these rules and / or the supplementary rules and / or amendments issued thereto, the decision of the University Authorities shall be final.
- g. The right of an employee to travelling allowance, including daily/accommodation allowance, shall be forfeited or deemed to have been relinquished if the claim for it will not be submitted within a month from the date on the day of resumption of duties (post travelling) or by 31st March, whichever is earlier.
- h. Categorization of staff level –

Sl. No.	Academic levels	Non-Academic levels	Group Categorization
01	Professors and above	Deans, Registrar, Directors, Principal, CoE or equivalent/ and above	Group A
02	Associate Professors or equivalent	Dy. CoE/ Dy. Registrar/Dy or Asstt. Directors / Sr. Managers/ HoDs or equivalent /and above	Group B
03	Assistant Professors or equivalent	Asstt. Registrar / Asstt. Directors / Dy. Managers or equivalent /and above	Group C
04	Below Assistant Professors	Assistant Manager or equivalent / and above.	Group D
05	NA	Grade IV & other support staff	Group E

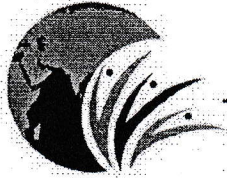
Note: any other post not included in the above groups, will be categorized according to their gross salary (for non-academic levels) and scale of pay (for academic levels).

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i. Categorization of cities –

Sl. No.	Level of tier	Categorization of cities
01	Tier 1	Mega and Metro Cities viz. Greater Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad, Ahmedabad, Pune, Surat (as per the Census of India 2011).
02	Tier 2	All other state capitals
03	Tier 3	Cities other than Tier 1 & tier 2

A. Mode of travelling

Groups	Tier 1	Tier 2	Tier 3
Group A	Air (Economy Class)/ Train 1 st AC	Air (Economy Class)/ Train 1 st AC or 2 nd AC (as per the availability)/ hired deluxe car or taxi/ personal vehicle	Air (Economy Class)/ Train 1 st AC/2 nd AC (as per the availability)/ hired deluxe car or taxi/ personal vehicle
Group B	Air (Economy Class)/ Train 2 nd AC	Air (Economy Class)/ Train 2 nd AC / hired car or taxi/ deluxe bus/ personal vehicle (four/two wheeler)	Air (Economy Class)/ Train 2 nd AC / hired car or taxi/ deluxe bus/ personal vehicle (four/two wheeler)
Group C	Train 2 nd AC or 3 rd AC (as approved)	Train 2 nd AC or 3 rd AC (as approved) / deluxe bus/ shared car or taxi/ personal vehicle (four/two wheeler)	Train 2 nd AC or 3 rd AC (as approved) / deluxe bus/ shared car or taxi/ personal vehicle (four/two wheeler)
Group D	NA. However if accompanying any personnel from Group A/B/C, then Train 3AC/sleeper shall be allowed	Train 3 rd AC or sleeper/ non-deluxe bus/ shared taxi/personal vehicle (two wheeler)	Train 3 rd AC or sleeper/ shared car or taxi/ personal vehicle (two wheeler)
Group E	NA. However if accompanying any personnel from Group A/B/C/D, then Train Sleeper shall be allowed	Train sleeper/ non-deluxe bus/ winger / two wheeler	Train sleeper / non-deluxe bus/ winger / or wheeler / two wheeler

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Sl.No.	Groups	Entitlement by air	Entitlement by rail (express trains)	Entitlement by rail (Rajdhani/Shatabdi)	Entitlement by road
1.	Group A	Economy Class	1 st AC / 2 nd AC (as per availability)	2 nd AC/Executive class (as per availability)	Hired Deluxe Car or Taxi / Personal Vehicle (4 or 2 wheeler)
2.	Group B	Economy Class	2 nd AC	2 nd AC/ AC Chair Car	Hired Car or Taxi / Deluxe Bus / Personal Vehicle (4 or 2 wheeler)
3.	Group C	NA	Train 2 nd AC or 3 rd AC (as approved)	3 rd AC/ AC Chair Car	Deluxe Bus / Shared Car or Taxi / Personal Vehicle (4 or 2 wheeler)
4.	Group D	NA	3 rd AC/sleeper	NA	shared car or taxi/ personal vehicle (2 wheeler)
5.	Group E	NA	Sleeper Class	NA	non-deluxe bus/ winger / autorickshaw/ personal vehicle (2 wheeler)

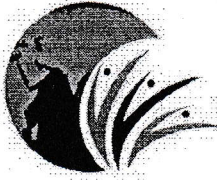
Terms & conditions:

- Wherever various options in the modes of transport are available, then the most economical in terms of costing and time should be opted.
- Air transport is to be availed only when the use of any other transportation mode is impractical or unavailable.
- Before commencement of travel, an employee should get in touch with the concerned person from RGU ADMINISTRATIVE staff to get the bookings done.
- Request for travel bookings has to be made through EMAIL (using the official email id) /NOTESHEET post approval from the competent authority.
- An employee should travel by the shortest route. He may travel by any other convenient route if approved by the Competent Authority.
- For pickup and drop from airport/railway station/bus depot, use of hired cars is not permissible (except Group A). Employees can use radio taxi/prepaid cabs/ public transport/personal vehicles for commutation. These expenses shall be a part of the DA allowance.

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- g. Ground transportation (University transport) for female staff will be provided from their residence/office to the point of departure and from the point of arrival to the residence/office/place of visit, for travel before 0700 hours and after 2000 hours (subject to availability).
- h. Reimbursements will be subject to production of original tickets in case of rail and road journeys. In case of air travel, tickets alongwith the original boarding pass has to be furnished.
- i. In case of cancellation of journey on official grounds, an amount equivalent to cancellation charges of train tickets may be reimbursed. In case cancellation is on personal grounds, the entire cancellation charges are to be borne by the employee.
- j. When an employee travels in his own vehicle on company's business, whether within the city or across cities, the reimbursement shall be made as per the rates decided by the University authorities time to time (available with Finance & Accounts section).
- k. Standard toll taxes paid on the way would be reimbursed subject to submission of relevant documents.
- l. With a view to redressing the difficulties of the employees undertaking official travel by rail under emergent circumstances only, charges towards "Tatkal" services shall be reimbursed subject to approval of the competent authority. However, no "Tatkal" charges shall be reimbursed on tours preapproved a week ago.
- m. In case drivers are sent on tour in an official vehicle, no overtime/travelling allowance would be paid to them.
- n. The reimbursement of fare is to be limited to the fare to the destination by the shortest route in the entitled class by train or actuals, whichever is lower.
- o. No travelling allowance would generally be given for leaves and holidays availed during on-tour.

B. Accommodation

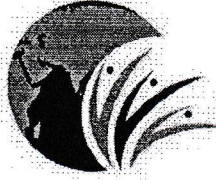
Groups	Tier 1	Tier 2	Tier 3
Group A	Upto 5000/- per day for single sharing Upto 6000/- per day for twin sharing	Upto 5000/- per day for single sharing Upto 6000/- per day for twin sharing	Upto 4000/- per day for single sharing Upto 5000/- per day for twin sharing
Group B	Upto 4000/- per day for single sharing Upto 4500/- per day for twin sharing	Upto 4000/- per day for single sharing Upto 4500/- per day for twin sharing	Upto 3000/- per day for single sharing Upto 4000/- per day for twin sharing
Group C	Upto 2500/- per day for single sharing Upto 3000/- per day for twin sharing	Upto 2500/- per day for single sharing Upto 3000/- per day for twin sharing	Upto 2000/- per day for single sharing upto 2500/- per day for twin sharing

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Group D	Upto 1500/- per day for single sharing Upto 2000/- per day for twin sharing	Upto 1000/- per day for single sharing Upto 1500/- per day for twin sharing	Upto 1000/- per day for single sharing Upto 1500/- per day for twin sharing
Group E	Upto 800/- per day	Upto 800/- per day	Upto 800/- per day

Terms & conditions:

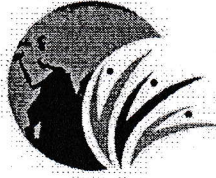
- Wherever various options in the types of accommodation are available, then the most economical in terms of costing should be opted. Rooms shall be booked on double accommodation basis, wherever possible. This is not applicable when a male & a female member are travelling together.
- Before commencement of travel, an employee should get in touch with the concerned person from RGU ADMINISTRATIVE staff to get the bookings done.
- Request for accommodation bookings has to be made via email using the official email id.
- Reimbursements will be subject to production of bills/invoices in original. The reimbursement shall be as per the entitled group or actuals, whichever is lower.
- In case of cancellation of bookings on official grounds, an amount equivalent to the cancellation charges may be reimbursed. In case cancellation is on personal grounds, the entire cancellation charges are to be borne by the individual.
- In case drivers are sent on tour in an official vehicle, accommodation allowance entitled to Group E shall be reimbursed to them.
- No paid accommodation would generally be given for leaves and holidays availed during on-tour, unless pre-approved by the competent authorities.
- No accommodation allowance shall be paid in the following cases –
 - If the employee is treated as guest of the Company he/she is visiting and is provided accommodation by the visiting company.
 - If the employee arranges for own/personal accommodation.
- Accommodation charges may be reimbursed on production of bills even if the employee has to pay the accommodation charges for more number of days than for which DA is admissible, on account of the checking in and checking out timings.
- All employees are required to stay at the particular place where they are going on tour and not at any other location.

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C. Dearness Allowance (DA)/ per diem

Groups	Tier 1	Tier 2	Tier 3
Group A	Actuals or upto 1500/-	Actuals or upto 1200/-	Actuals or upto 1000/-
Group B	Actuals or upto 1200/-	Actuals or upto 1000/-	Actuals or upto 800/-
Group C	Actuals or upto 1000/-	Actuals or upto 800/-	Actuals or upto 600/-
Group D	Actuals or upto 800/-	Actuals or upto 600/-	Actuals or upto 400/-
Group E	Actuals or upto 500/-	Actuals or upto 400/-	Actuals or upto 300/-

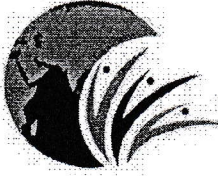
Terms & conditions:

- Reimbursements will be subject to production of bills/invoices/vouchers. The reimbursement shall be as per the entitled group or actuals, whichever is lower.
- In case drivers are sent on tour in an official vehicle, 80% dearness allowance entitled to Group E shall be reimbursed to them.
- No Dearness allowance would generally be given for leaves and holidays availed during on-tour.
- 50% DA shall be paid in the following cases –
 - If the employee is treated as guest of the Company he/she is visiting and is provided boarding (food) by the visiting company.
 - If the employee arranges for own/personal accommodation.
- In case of night stay at any category of city, DA shall be paid at the rate entitled to the category of the city where the employee has spent the night succeeding the day, and in case the night falls during journey, he would be paid DA as admissible for the destination category of city.
- When on Tour, the entitlement of employees for D.A. will be regulated in the following manner:
 - Full DA (Food and Incidentals) for every completed period of 12-24 hours.
 - 50% of the DA (F&I) where the entire tour extends from 6 hours to 12 hours.
 - The time period stated above shall be calculated on the basis of departure from the residence/office and arrival at residence/ office.
- DA is exclusive of complimentary breakfast in the hotel bill.
- DA will not be paid for travelling within the city of posting.

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D. Advance rules

- a. An advance on tour may be restricted to actual fare (to and fro) and 70% of estimated daily allowance, local conveyance plus hotel accommodation.
- b. In case, an advance is taken, the settlement claim shall be submitted within 7 working days from the date of return from tour or end of the continuing month, whichever is earlier. Failing which, the employee will be liable to pay interest on the advance amount taken, from the date of drawl of the advance till the date of submission of the bills/invoices/vouchers and the salary of the continuing month shall also be put on hold, until the settlement of all the advance.

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